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17 May 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus
FROM: Chief, FBIS
SUBJECT: Letter of Instruction - Part I

GENERAL

1. The daily "Pink Sheet" of significant foreign radio reportage is now teletyped to 15 field addressees, which include all FBIS bureaus, and embassies, USIS, Army and Navy installations overseas. Further distribution to 27 addressees is made locally by FBIS overseas bureaus.

2. In response to consumer requests, a second printing of 260 copies of the "Glossary of Soviet Terminology" has been ordered from Printing Services Division.

3. A Daily Report Supplement was issued on 25 April intitled "World Radio and Press Reaction to the British White Paper on Military Expenditures."

EDITORIAL

1. General

a. In response to headquarters requests for contributions to World Reaction Reports, field roundup writers should provide broad, representative comment, to include, whenever possible or appropriate, items from the local press. The recent report on the British White Paper, which announced a new defense doctrine, would have had greater interest and value if more British press comment had been available.

Writers are reminded that the past tense should be used throughout and materials should be organized along geographical, ethnic or thematic lines.

b. All bureaus are to be congratulated for the excellent manner in which they have assumed the additional burdens imposed by field processing of the economic abstracts. The mats are arriving according to schedule, and generally in very good condition. As part of the essential period of adjustment to a new

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procedure, a few words of caution appear to be in order:

(1) Each mat should contain two Soviet bloc abstracts or two Asiatic abstracts, not one of each, since materials from these areas are reproduced on different color cards.

(2) Bearing in mind that the abstracts will appear in final form on 5 by 8-inch cards, typists should limit the line of text to 7 inches to provide sufficient margin.

(3) As a rule, mats should not be folded for mailing. However, in exceptional circumstances folding is permissible if great care is exercised to see that the fold is in the correct place and that the mats are carefully wrapped.

Far East Bureaus especially are reminded that the accelerated dissemination of the abstract cards under the new procedure relieves them of the responsibility for filing large quantities of economic material formerly published in the Daily Report because of a special commitment to consumers. Since the new procedure will enable consumers to get the material on cards quickly, wire-filed economic material should be restricted to major items, such as those reporting plan fulfillments, which are of general interest.

c. In reporting technical information concerning broadcast transmissions for specialized and general distribution in headquarters, technical and editorial personnel are cautioned against making assessments of the meaning of technical changes or innovations which represent only the unsubstantiated speculation of the author of the message and which may in fact be refuted by hard evidence available in headquarters. A recent informational report filed from Tokyo which speculated that a new Moscow broadcast in Japanese might be intended for Hawaiian listeners, simply because it used a frequency similar to that employed by a Japanese radio transmission to Hawaii, contained the kind of suspect inference which should not be included in messages filed on the open wire.

d. The bureaus are urged to inform the Technical Information Unit promptly when intercept material reveals that delegations from a country are traveling abroad on good-will or other missions.

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The names of delegates should be submitted promptly to TIU when announced, even if this means the filing of phonetic renderings of names which cannot positively be verified. This advance information will make it possible in most cases for TIU to identify the individuals and confirm correct spellings in advance of the actual visit, and to supply this data to those bureaus covering the areas which these delegations will visit.

e. TIU reports that some of the bureaus are addressing their requests for reference materials to the Liaison Officer. Such orders are now filled by TIU, which is a part of Editorial Branch.

f. Numerous variations of authorized attention flags have gradually crept into editorial messages in recent months, causing confusion and misdelivery in some cases. It is reiterated that only two types of flag are permitted, neither of which includes the word "attention."

These two types differentiate whether one copy or all copies are delivered to the flagged individual or staff component. Accordingly the name of the person or component is either preceded by the phrase "copy to" or followed by the word "only." Thus "copy to Strother" is used where it is desired to bring to his attention without disrupting normal distribution procedures a message he would not normally see; and "Strother only" is used where the message is of exclusive interest to him and should not receive the normal distribution.

Only names of Staff Officers and the Chiefs of the BIS and TIU are used in flags, unless a specific exception is requested. This helps to insure that all necessary elements of a branch or staff are knowledgeable of the substance of the flagged message, and prevents misdirection of messages to personnel whose assignment has been temporarily or unexpectedly changed without the knowledge of the field.

The attention flag should always be placed immediately after the filing date-time group instead of the logograph, which should be dropped to the beginning of the next line. Delivery to the addressee cannot be assured when deviations from this positioning occur.

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Double attention flags (e.g. "copy to [] should be avoided so far as is possible because there is not always more than one copy of the message available for the additional distribution. Often the second name in the flag is unnecessary because the first-named staff officer will normally recognize the need or interest of the other and route the message to him. This is particularly true in the Field Operations Staff; a piece of copy which has operational significance in addition to being raw technical or broadcast information need be flagged only "copy to [] in order to reach the BIS as well. In cases where there seem to exist overriding reasons for double flagging, Headquarters wire-room will honor them by arranging special distribution of one copy.

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g. As indicated in the previous Letter of Instruction, FBIS now follows the criteria of transliteration handbook 50-150-1, and the rulings of the U.S. Board on Geographical Names and the British Permanent Committee on Geographical Names in rendering Arabic place and proper names. All bureaus are reminded that this standardization calls for adherence to the following rules:

(1) The "l" in the Arabic article is assimilated when it precedes names beginning with either t, th, d, dh, f, z, s, sh, or n. Thus we write AD-DIFA, ASH-SHAB, and Abd-an-Nasir, etc., but AL-MISRI, and AL-JUMHURIYYAH (note the double y). The appropriate articles, in addition to al, thus become: at, ath, ad, adh, ar, az, as, ash, and an.

(2) No name will include the letter g alone. It should appear as either gh or j. The letters o and e should never be used in an Arabic name. Thus the correct form is Sharm ash-Shaykh, not Sheikh.

(3) All Bin, Ibn, and Abu prefixes are part of the name and should be used with a hyphen. Thus: Ibn-Saud, Abu-Nuwwar, etc. In this same manner Din is only part of a name and will be rendered in a combination form such as Alan-ad-Din, Imad-ad-Din, Badr-ad-Din. This latter form may be either a first or last name as: Imad-ad-Din Rushdi; Bahi-ad-Din Ahmad Id; Mustafa Kamal Mahmud Sad-ad-Din.

(4) The prefix Abd-al means "servant of" or "slave of" and is followed by one of the 99 names of the Almighty.

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These names should never be used without the preceding Abd-an-, Abd-al-, etc.

(5) No diacritical marks will be used.

(6) North African Arabic names will continue to be spelled according to established French usage.

(7) Note: The Ben in Hebrew names will also be hyphenated. Thus it is: David Ben-Gurion.

2. London Bureau

a. The bureau is to be congratulated for its excellent job of processing the lengthy Khrushchev report to the USSR Supreme Soviet on Soviet economic reorganization. Corrections were filed promptly and headquarters editorial queries received prompt attention. As a minor admonitory note, editors are again reminded of the necessity of keeping headquarters informed of anticipated delays in the processing of extensive items. FYI's should report initial assessments of the expected time of filing and completion, and as circumstances indicate that these projected deadlines will not be met, subsequent informational reports should be sent. When a time lag in the filing of successive takes cannot be avoided, such as happened in the case of the Khrushchev report, this fact should also be brought to the attention of wire and report editors to aid them in answering queries and in planning the book.

b. The newly instituted daily roundup of Middle East events and comment published in the Western Europe and Near East Daily Report uses sections of the Soviet and East European roundups for its coverage of Communist propaganda themes related to the area. Writers of the two Communist roundups are urged to bear this in mind in summarizing comment and should provide specific details concerning current material bearing on Middle East events. Where no comment has been broadcast a statement to that effect should be included in the roundup.

c. Please use the designation National Coalition Party rather than Unionist Party in Finnish copy.

3. Mediterranean Bureau

The bureau did an excellent job in filing, from later broadcasts, supplements and corrections to the speeches at the Hungarian National Assembly sessions.

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4. West Coast Bureau

The bureau is commended for its handling of the Honduran-Nicaraguan conflict. The material was complete and prompt, and reflected a special effort to provide additional coverage.

5. Tokyo Bureau

Editors deserve special praise for their filing of pertinent Japanese comment and reportage during the recent visit of a Japanese Socialist Party Delegation to Communist China. The material made it possible for FBIS to publish representative comment from all the principal Asiatic sources, with Okinawa supplying materials from other radios.

6. Okinawa Bureau

Consumers recently expressed their "great thanks" for the bureau's "superb" coverage of developments in Indonesia, particularly with respect to the regional radios. One user said that the only available version of the speech by Lt. Col. Achmad Hussein, broadcast by the Padang radio on April 24, was supplied by FBIS.

7. Saigon

It is suggested that pending improvement in the bureau's staffing situation, every effort be made to limit press scrutiny to a volume that will produce a more currently selective and usable file. Material in excess of wire needs should be produced only in response to needs of local consumers. Copies of this marginal material, surplus to Daily Report requirements, if considered of sufficient interest may be airmailed "attention RPB." Care should be exercised of course to wirefile all items of Editorial or RPB interest irrespective of their dateline.

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ROGER G. SEELY /

SECRET

17 May 1957

MEMORANDUM FOR: Chiefs, FBIS Field Bureaus

FROM: Chief, FBIS

SUBJECT: Letter of Instruction - Part II

GENERAL

1. An FBIS plan for allocation of exclusive communications channels has been formally approved in principle by the Army Communications Service Division. Implementation of the plan will be contingent upon authorization of Table of Organization increase and expenditure of funds for additional leased lines and equipment. Details will be released before the plan is put into operation.

2. Attempts to find a suitable site for a Latin American post continue. Consideration is now centering on the ACAN receiver station at Chiva Chiva, C. Z., northeast of Balboa, a facility that CAA and the Air Force are already sharing. A formal FBIS request has been made to the Chief Signal Officer for forwarding to the Caribbean Command.

3. The African Survey reports have been completed and published. They have been circulated among interested Government departments and to the BBC for statements before station planning is undertaken.

4. Attached is copy of a Memorandum of appreciation from the Assistant Director, Current Intelligence for FBIS's coverage of Indonesian Affairs. The broadcast referred to in Para. 2 was monitored by the Okinawa Bureau.

5. Radio Propaganda Reports issued during the month included the following: Radicalism in Polish Thinking as Reflected in the Writings of Kolakowski; Comparison of Moscow and Cairo Radio Comment; The Soviet May Day Slogans The Soviet Propaganda Effort to Contain "Criticism from Below"; Satellite Broadcasts to the Middle East; Resurgence of Stalinists in the Polish Communist Party; Soviet Public Information Policy on Civil Defense Against Nuclear Weapons.

6. During the past month RPB has continued its special analysis support of the U.S. delegation to the London Disarmament Conference.

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SUPPORT OF THE RADIO PROPAGANDA BRANCH

1. Compilers of the Soviet commentary list are reminded to indicate the approximate duration of commentary-type items taken from news programs.

2. All bureaus that prepare Soviet commentary lists must keep in mind that the portion of the list setting forth unintelligible and unproductive shows is constantly used in RPB statistics and must be just as accurate as any other part of the list.

3. A recent reduction has been noted in the volume of FYI's reporting editor-monitor observations on Communist broadcasts. FYI's on broadcast treatment of otherwise unreported events and unusual broadcast format are frequently useful.

ADMINISTRATION

1. Bureau Chiefs are requested to review and address correspondence and messages not involving personal and policy matters to the appropriate staff officer.

50X1

2. Messages concerning shipment of private automobiles should contain, in addition to the name and address, the following descriptive information: make, model, type, color, and year.

3. Vouchers for completed travel should be submitted promptly. Unliquidated balances of travel advances are due with the travel voucher.

4. The following issuances have not previously been reported:

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PERSONNEL CHANGES1. Personnel Entering on DutyAssignment

Editor
Editorial Br.

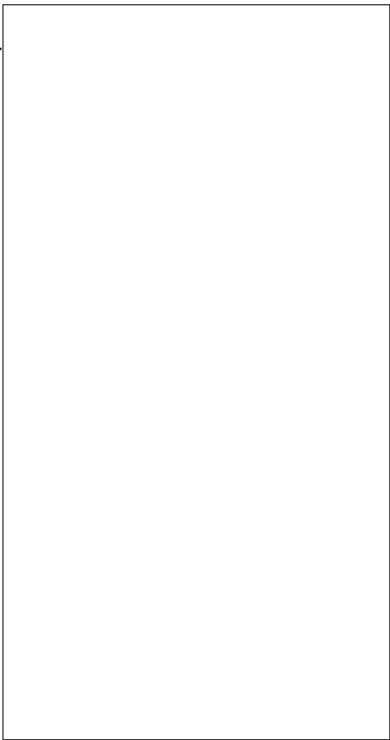
Clerk
Editorial Br.

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SECRET



50X1

Prop Anal Off.
RFB

Prop Anal Off.
RFB

Brdcst Mon
WCB

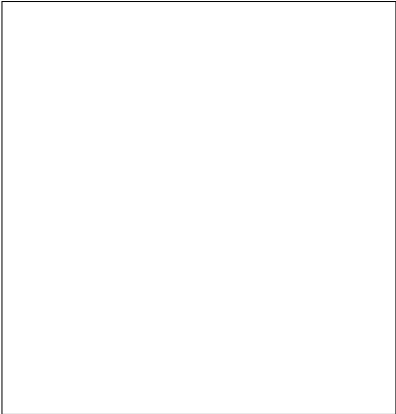
Admin Asst
Admin Staff

Brdcst Mon
WCB

Editor
Editorial Br.

Clerk Typist
Editorial Br.

2. Reassignments Within FBIS



<u>From</u>	<u>To</u>
Editor ECB	Editor Editorial Br.

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Editor Editorial Br.	Editor London Bur.
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Editor Editorial Br.	Asst. Liaison Off. Liaison Staff
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Elec. Eng. Med. Bur.	Elec. Eng. ECB
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3. Transfers from FBIS



<u>From</u>
Secretary Chief's Office

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4. Separations



<u>From</u>
Brdcst Mon. WCB

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Attachment: copy of letter

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SECRET

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